CHECK LIST
PROBATION/ CONFIRMATION/ PENSION CLAIM

At any time after a government servant has completed twenty years of qualifying service, he may retire from service by giving notice of not less than three months in writing to the appointing authority under Rule 48/48A of CCS(Pension) Rules, 1972 as applicable. Following points should be kept in mind while dealing with superannuation cases:-

(a) SB audited, qualifying service verified on completion of 18 years of service and when last 05 years service remaining. This period is not to be opened for assessment.

(b) Service below 18 years of age should be non-qualifying service.

(c) EOL (Extra Ordinary Leave) period of the individual, if any.

(i) EOL granted with medical certificate will be counted as "Qualifying Service".
(ii) EOL granted without medical certificate will be counted as "Non-Qualifying Service".
(iii) EOL granted for higher studies for public interest will be counted as "Qualifying Service".

(d) The period for which mulcts of pay and allowances have been awarded, should be counted as Q.S.

(e) For the period of "**dies-non**" no pay and allowances are allowed. Recovery for entire period is to be made if already paid.

(f) For calculation of broken period w.r.t. EOL/ Dies Non/ Overstayed/ - divide by 30 days (irrespective of number of days of that month) However, in case of basic pay increase/ decrease in a month, then divide by actual no. of days of that month.

(g) Bank account for pension: -The pensioner should be the first holder and the spouse will be the second holder otherwise bank will not credit pension amount. See your easy accessibility to the nearest branch of the bank. This will be helpful as you grow in age.

(h) The name of the pensioner in pension account, cheque leaf, and service record as well as in PAN/Aadhaar card should be the same.

(j) Check suspension period of retiree, if any.
(i) If fully exonerated – Qualifying service
(ii) If not exonerated – Non-qualifying service.

(k) The maximum ceiling limit of the commutation amount of the pension is 40%. Commuted amount of the pension = 40% of pension x 12 x commutation value (ignoring the fraction).

(l) In the calculation of gratuity, DA forms a part of emoluments.

(m) If qualifying service is less than 10 years only service gratuity is payable. (Service gratuity = ½ months emoluments x six monthly period)

(n) Retirement gratuity =¼ emoluments x six monthly period (Max limit 16 ½ times of monthly emoluments or Rs. 20 Lakhs whichever is lower)

(p) If govt servant is on deputation to another department of central govt and retires from there, his pension will be counted on his pay what he was drawing in the borrowing department.

(q) In case of former service was counted (for previous military service), copy of audit report for counting of previous service issued by PCDA(Pension), Allahabad is to be enclosed.

(r) In case of plural marriage or death/ divorce/ any dispute about the marital status col. 41 and 42 are to be filled properly.

(s) In re-marriage case, present status of the children from the first wife/ husband is required to be furnished. This is the important information to process the pension claim.

(t) If individual is on EOL during the last month of the retirement, the pay drawn should be the date for which he has actually drawn the payment and not the date of retirement.

(u) While resubmitting the claim by HOO, para-wise reply/ clarification of PCDA(P) observations has to be furnished.

(v) Spelling of pensioner's name is to be identical in datasheet, IAFA 356 (application for pension or gratuity and death- cum- retirement gratuity) and bank details.

(w) Part II order (Genform) should be attached in all pension claims except in superannuation cases where letter for superannuation serial issued by HOO should be attached.

(x) Unauthorised absence. "Dies non" is a "NQ" service. Dies non is a provision to avoid break in service without granting leave. Dies non should be entered in service book in red pen. For the absence period, there are three options:-

(i) Option I – Leave grant and regularize.
(ii) Option II - Disciplinary action.
(iii) Option III - Grant of dies-non period for the period of absence.

(y) Rule 50, GoI decision No.7. DA will be counted for 10 months average and DCRG calculation.

(z) Check any gallantry award of the retiring officer. If yes, mention the same in the LPC-cum-datasheet in an appropriate column. Attach copy of gazette notification and genform. Highlight award amount in last SOE attached.

(aa) Name and date of birth of family members should be correct and supported with copy of any one document i.e. passport/ Aadhaar/ PAN card/ educational certificate/ driving licence etc and matching.

(ab) Apply online for medical facility under ECHS for self & eligible dependents prior retirement.

(ac) Commutation of the pension is optional and therefore a subjective concept. The retiree should take decision regarding the commutation of pension as per his/ her requirement.

(ad) Late submission of pension forms should be avoided.

(ae) Photo should be clear, selfie/ blurred photographs are not allowed.

(af) HOO to forward PPO to concerned CPPC/ paying bank one month prior retirement.

(ag) Copy of PPO to be given to retiring employee by HOO on last working day.

(ah) Claims for GPF, NGIF & leave encashment to be processed simultaneously and paid on last day of service.

CHECK LIST
PROBATION/CONFIRMATION

(a) 2 years of Regular Service in cadre

(b) EOL (Extra Ordinary Leave) period of the individual, if any.

(i) EOL granted with medical certificate will be counted as “Qualifying Service”.
(ii) EOL granted without medical certificate will be counted as “Non-Qualifying Service”.
(iii) EOL granted for higher studies for public interest will be counted as “Qualifying Service”.

(c) Integrity Certificate

(d) Vigilance Clearance Certificate

(e) Performance Review Report from concerned section in-charge